



## SIGN PERMIT SUBMITTAL REQUIREMENTS and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the Sign Code provisions. Applicants are expected to review the details of the code. A pre-application conference for this administrative request is not required, however applicants may choose to schedule an appointment with the Planning Staff to review and become familiar with the following submittal requirements:



- ☐ 1) A completed Administrative Review Application form accompanied by nonrefundable application fee.
- ☐ 2) Individual, detailed to scale drawings, no larger than 11"x 17" of each new sign proposed to include exterior dimensions, accurate representation of letter style(s) and sizes, design elements, and color(s). Drawings of Freestanding Signs shall include the height from the bottom of sign to the ground.
- ☐ 3) Color photographs, with written dimension information as required for new signs, may be submitted in lieu of drawings for each existing sign to remain.
- ☐ 4) For Window, Wall, Hanging Signs and Roof Signs, elevation drawing(s) of each building facade on which signs are to be installed shall be provided showing:

Window Signs - the outline of sign as located within window and showing overall window dimensions and measurements from edge of sign to edge of window as it would appear from the street.

Wall Signs - the outline of sign and dimensions from edge of sign to ground, side, roof, etc., as it would appear from the street.

Hanging Signs - the location of hanging sign showing dimensions from bracket to ground, side, roof, etc., as it would appear from the street.

Roof Signs (Not allowed in Downtown Zone) - the outline of sign and dimensions from edge of sign to ground, side, roof, etc., as it would appear from the street.

- ☐ 5) For Freestanding, Off-premise and Trailblazer Signs, a site plan, drawn to scale, showing the locations and dimensions from property lines of all buildings and improvements shall be provided.

- ☐ 6) On the Sign or Elevation drawings, or on a separate paper, provide the:
  - Address where signs are to be located
  - Length of property frontage (lot line along street)
  - Total number of Signs, (includes both New and Existing)
  - Type of Signs and the number of each type
  - Total Square footage and square footage of existing signs (to remain) and new signs
  
- ☐ 7) Applications for off-premise signs must submit documentation of the property owner's permission.